

**Baird, Annette M.**

**From:** Townsend, Sue V.  
**Sent:** Wednesday, May 22, 2002 3:33 PM  
**To:** Burnley, Harold G.; Allen-Hawkins, Linda E.; Alonso, Hector; Counts, Mary Ellen; Cruise, Mark R.; Deevi, Seetharama; Desel, Paula; Driver, Rob E.; Fenner, Robert; Floyd, Barton L.; Good, Bennie; Greenberg, Pete (MDF); Gregory, Carla L.; Haussmann, Hans-Juergen; Hawkins, Michael R.; Helm, Anthony S.; Herbst, Kate L.; Holland, Tom C.; Jupe, Richard; Keen, Billy J.; Kobal, Gerd; Lewis, Jane Y.; Lilly, A.; Cliff, Lipowicz, Peter J.; Miller, Joseph E.; Mobrem, Massoud; Morgan, Kevin P.; Murray, Tyrone W.; Newman, Ken A.; Nyffeler, Urs; Osborne, Kevin (PMMC Legal); Patskan, George J.; Patterson, Everett C.; Pflueger, Jim T.; Podraza, Ken F.; Ray, Gregory H.; Roethig, Hans; Shorte, Cecil J.; Singh, Viju; Smith, Judy N.(RD&E); Solana, Rick P.; Walk, Roger A.; Weber, Deborah J.; Williams, David L.; Yang, Szusung; Zimmerman, Mike  
**Cc:** Ray, Shirley W.; Newlen, Bruce; Baird, Annette M.; Baur, Elaine; Brooks, Pamela S.; Bugg, Joy J.; Cannon, Eleanor H.; Carter, Laticia D.; Cash, Rose B.; Dennis, Debby; Dierkes, Jo S.; Eno, Mona M.; Herald, Maria; Hunnicutt, Kathryn K.; Jones, Carolyn R.; Mawyer, Denise T.; Milby, Colleen B.; Miller, Michel G.; Mitchell, Betty W.; Moore, Darnella Y.; Moore, Jean; O'Donnell, Constance L.; Washington, Pamela; Whetzal, Mary Alice  
**Subject:** RD&E Game Plan - Bus Schedule

**Importance:** High

For travel to the RD&E Game Plan on Sunday, June 2 through Wednesday, June 3 - employees have the option of driving themselves or to travel as a group on prearranged transportation. Since bus transportation to and from Westfields - Chantilly, VA, has been arranged for this trip, employees who have decided to drive themselves will NOT be reimbursed for mileage by the Company.

-Check in time for those driving on your own will be after 4 p.m. on Sunday, June 2. **DUE TO A "HIGH LEVEL CONFERENCE" at Westfields on Sunday, June 2 - no one is allowed in that area until after 2:30 p.m. - so do not plan on arriving any earlier or you will be diverted!**

If you have elected to go on the bus, listed below are the arrangements.

**Sunday, June 2**

4:00 p.m. - Meet at Operations Center - Executive Lot  
4:15 p.m. - Winn Bus leaves Operations Center for Westfields

6:15 p.m. - You have been preregistered at the hotel - please get your hotel keys from Shirley or me. We will be in the hotel lobby upon your arrival at Westfields.

7:00 p.m. - Dinner - Fairfield Dining Room for PM.

**Wednesday, June 5**

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2:00 p.m. - Meeting Adjourns - load bus  
2:15 p.m. - Bus will depart Westfields for Operations Center

4:15 - 4:30 p.m. - Arrive Operations Center

PM Office - Hamilton Room (I will provide direct telephone numbers to PM Business Office once we arrive)  
Meeting Room - Jeffersonian Rooms I through VI

6:30 a.m. to 8:00 a.m. - Breakfast available each morning in the Fairfield Dining Room

6:30 a.m. - PM office open each day

8:00 a.m. - Meeting begins each day

Westfields Marriott  
14750 Conference Center Drive  
Chantilly, Virginia 20151  
Telephone Number: 703-818-0300

If you have any questions, please let me know,

Thanks,  
Sue

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